

EAS TIPS for CPRS Clients

EAS is a complicated system requiring some care to make sure that documents get to the right people in the right order. Below are some pieces of information generally required to be input into the system for Purchase Orders to proceed quickly and efficiently.

DO NOT USE the EZ REQ form as we really need for the following areas to be filled in in order for the documents to move through the system.

1. For the Buyer, choose HPOD NPSC since we can no longer choose individuals
2. The PERIOD OF PERFORMANCE (of the contract, not necessarily your project) – 6/16/19
3. The CONTRACT NUMBER is EP-W14-020
4. The PRIMARY PRODUCT/SERVICE CODE is R499 Other Professional Services
5. The VENDOR number for our contract is 097779698 Systems Research and Applications Corp (SRA)
6. Please put the following in all the TEXT areas of the PR form, such as DESCRIPTION & NOTES:
 - The contract name and number (Conflict Prevention and Resolution Services Contract, EP-W14-020). If you already have a Task Order Number please put that right after the contract number as TO # . If you do not already have a Task Order Number it is ok but it is ESSENTIAL to make sure the Project Title or Name is included.
 - The project title or name.
 - For instance – all text boxes should read: Contract EP W14 020, Task Order # xx (if you have a TO #), Project Name or Title.
7. Routing – You should route this internally within your organization to those who must review the funding for the project (such as Branch Chiefs or Division Directors, Resource Managers and Funding Officials). Determine whether these people need “review” or “approval” or “courtesy copy” access and mark it accordingly. You may need to consult your FCO to determine the most efficient routing list.

At the end of your routing list – the very last people to receive it in routing - Please include Deborah Dalton, Terry Fenton, Joyce Fields, and Patrice Cunningham as “Courtesy Copy” recipients in the final ROUTING from the FCO to the BUYER once your FCO has completed the requisition. This way, we know that it has gone to the Buyer (Patrice) and can make sure she has all of the other documentation she needs.
8. You do not have to attach the Task Order documents (SOW, IGCE, etc) within the EAS form unless your management officials require that. We provide those documents via email to the CO, she does not look for them in the EAS document at this time.

9. It is helpful if the TOCOR for your task order is a registered user for EAS – then the CO can insert the TOCOR's name in the proper blanks when she finalizes the form. If the TOCOR is not a registered user of EAS, then please use Deborah Dalton or Terry Fenton as the named Project Officer on the form.

9. OWNERSHIP – Click on the Access icon at the top right of the screen, then open the middle tab, User Access. Please give "FULL ACCESS" ownership to Deborah Dalton, Terry Fenton and to our Contracting Officer, Patrice Cunningham IN ADDITION TO anyone in your organization (probably your FCO) who needs to be able to manipulate the document. This allows us as POs or the CO to correct any issues with the document without having to resort to the EAS Helpdesk to do the final obligations on the document.

10. Please feel free to contact either Terry Fenton (202) 564-2090 or Deborah Dalton (202) 564-2913 if you have any questions.